

ASSIGNMENT 3

Textbook Assignment: "U.S. Treasury Checks, " chapter 4.

3-1. All U.S. Treasury checks currently issued are payable for what period of time?

1. 6 months from date of issue
2. 1 year from month of issue
3. 1 year from date of issue
4. 2 years from date of issue

IN ANSWERING QUESTION 3-2 THROUGH 3-6, SELECT FROM THE FOLLOWING LIST THE TYPE OF CHECK DESCRIBED IN THE QUESTION.

- A. Spoiled
- B. Voided
- C. Canceled
- D. Recertified
- E. Recovered
- F. Undeliverable
- G. Exchange-for- cash

3-2. An original check that is returned to the disbursing officer after it has been canceled.

1. B
2. C
3. D
4. E

3-3. A check that was misprinted or mutilated during the issue process and has not been and will not be replaced by a control check.

1. A
2. B
3. D
4. F

3-4. A check issued to replace an unavailable canceled check.

1. B
2. D
3. F
4. G

3-5. A check drawn by a disbursing officer in favor of himself or herself to obtain cash funds for disbursements.

1. B
2. D
3. F
4. G

3-6. A check that is misprinted or mutilated during the issue process that is replaced by a control check.

1. A
2. B
3. C
4. D

3-7. A control check may be easily distinguished by which of the following characteristics?

1. It has an 8-digit control number in the lower center
2. It has an 8-digit control number in the upper left corner
3. It does not have MICR encoding along the lower edge
4. It does not have the place of issue and DSSN preprinted

3-8. Orders for emergency checks must be made in multiples of which of the following quantities?

1. 100
2. 500
3. 1000
4. 2000

3-9. A check that is not delivered to the payee within which of the following time frames is classified as undeliverable?

1. Within 30 days of the date of issue
2. Within 30 days after the month of issue
3. Within 60 days of the date of issue
4. Within 60 days after the month of issue

3-10. Which of the following classifications is NOT considered to be a type of canceled check?

1. Available
2. Spoiled
3. Unavailable
4. Limited payability

- 3-11. A disbursing officer received a supply of emergency checks. Upon receipt of the regular-issue check order, the unused emergency checks should be voided and destroyed.
1. True
 2. False
- 3-12. Blank check stock should be kept in a burglary resistant safe or a security container carrying a rating of at least which of the following classes?
1. 1
 2. 2
 3. 3
 4. 4
- 3-13. When the number of checks issued is small, the working stock should consist of a supply of how many days?
1. 1
 2. 2
 3. 3
 4. 4
- 3-14. The disbursing officer or designee must inventory the bulk check stock at least how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Semiannually
- 3-15. Which of the following check orders require(s) a separate order form?
1. Each check assembly
 2. Control checks
 3. Specimen checks
 4. All of the above
- 3-16. What minimum number of days should be allowed for the normal order and shipping time for Treasury checks?
1. 60
 2. 90
 3. 120
 4. 180
- 3-17. Reorder levels for Treasury checks should be set for when the check stock falls to which of the following months of supply-on-hand levels?
1. 9
 2. 6
 3. 3
 4. 12
- 3-18. Which of the following items is NOT required in the check control log?
1. Beginning check number
 2. Ending check number
 3. Balance on hand
 4. Name of person receiving checks
- 3-19. Blank check stock is especially sensitive to all except which of the following conditions?
1. Heat
 2. Cold
 3. Moisture
 4. Light
- 3-20. The 120-day warranty period on check orders begins on which of the following dates?
1. Date printed
 2. Date shipped
 3. Date delivered
 4. Date examined by disbursing
- 3-21. Payroll checks should be dated no earlier than the day the pay is due and mailed no earlier than what number of days before payday?
1. 1
 2. 2
 3. 3
 4. 4
- 3-22. If a payee presents a large enough portion of a mutilated check so that the check number, amount, date, and issuing symbol can be identified, that check may be treated as a spoiled check.
1. True
 2. False
- 3-23. The DD 2661, Spoiled/Control Check Record, may be destroyed how many months after the check issue date?
1. 6
 2. 12
 3. 14
 4. 18
- 3-24. Spoiled checks will be destroyed. It least how often?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly

- 3-25. The Certificate of Destruction for spoiled checks requires the signature of the disbursing officer and at least how many witnesses?
1. One
 2. Two
 3. Three
 4. Four
- 3-26. In which of the following cases may a control check be issued?
1. The original check was issued to a different payee
 2. The original check appears to have been altered
 3. The original check is more than 1 year old
 4. A control check was misprinted during issue
- 3-27. Which of the following items are required on the DD 2661?
1. Payee and amount
 2. Control check number and amount
 3. Original check number and control check number
 4. Payee and control check number
- 3-28. In the preparation process of a control check, which of the following actions is NOT required to be performed?
1. Type or stamp the RTN on the lower edge of the control check
 2. Enter the symbol number and serial number on the upper-right corner of the control check
 3. Record the control check number on the face of the original check
 4. Verify that the symbol number and serial number are correctly entered on the control check
- 3-29. Which of the following methods is used to report a void check on the record of checks drawn?
1. Report it as void
 2. Do not report information for that check number
 3. Report a zero amount
 4. Report it as destroyed
- 3-30. Within what period of time will voided checks be destroyed?
1. 30 days of date on which voided
 2. 30 days after month in which voided
 3. 60 days of date on which voided
 4. 60 days after month in which voided
- 3-31. What disposition is made of the original certificate of destruction for voided checks?
1. Filed with the monthly retained financial returns
 2. Submitted with the monthly financial returns
 3. Mailed to Treasury
 4. Held by disbursing officer as proof of destruction
- 3-32. Where should voided checks be stored pending destruction?
1. In any security container with a class 1 or class 5 rating
 2. In the disbursing officer's safe with all other checks
 3. In any secure environment that has limited access
 4. In the disbursing officer's safe segregated from all other checks
- 3-33. Under which of the following conditions may disbursing officer NOT cancel an available check?
1. The check was drawn under the account of a predecessor of the same activity and symbol number
 2. The check was erroneously reported as void
 3. The check was drawn under the disbursing officer's own official checking account symbol
 4. The check was drawn under an account the disbursing officer is in the process of settling
- 3-34. Canceled checks are deposited with which of the following institutions?
1. A federal reserve bank or branch
 2. Any military banking facility
 3. Any designated depository outside CONUS and a federal reserve bank or branch inside CONUS
 4. Any designated depository

- 3-35. Which of the following statements concerning the deposit of canceled checks is correct?
1. Canceled checks may be consolidated with other negotiable instruments under the same SF 215
 2. A separate SF 215 is required for each canceled check
 3. Canceled checks are deposited on an SF 1096
 4. Canceled checks must be deposited on a separate SF 215 from other collections
- 3-36. Canceled checks will be deposited no later than which of the following dates?
1. The last day of the month in which canceled
 2. The last day of the month after the month in which canceled
 3. The 25th of the month in which canceled
 4. The 1st of the month after the month in which canceled
- 3-37. What disposition is made for undelivered checks held by other than the issuing DSSN?
1. Canceled and deposited after two weeks
 2. Returned after two weeks to the issuing DSSN
 3. Canceled and deposited after 60 days
 4. Returned after 60 days to the issuing DSSN
- 3-38. Claims for undeliverable checks which were canceled will be paid by which of the following offices?
1. Treasury
 2. DFAS -CL
 3. Any disbursing office
 4. The disbursing office that canceled the check
- 3-39. When a disbursing officer is detached without-relief, what action, if any, is taken regarding undelivered checks?
1. Transferred to the designated settlement office for disposition using the rules governing undeliverable checks issued by another DSSN
 2. Transferred to the designated settlement office for disposition according to the 60-day rule
 3. Canceled and deposited prior to transfer without regard for the 60-day rule
 4. None
- 3-40. Which of the following forms is used to cancel an unavailable check?
1. SF 1184
 2. SF 215
 3. SF 1098
 4. DD 1131
- 3-41. The statute of limitations for claims against the government bars claims for loss of checks after what period of time from the date of issue?
1. 1 year
 2. 3 years
 3. 6 years
 4. 7 years
- 3-42. If a disbursing officer suffers a bulk loss of blank check stock, a single SF 1184 may be submitted to cancel all checks involved in the loss.
1. True
 2. False
- 3-43. Which of the following reasons would be considered justification for a disbursing officer to refuse to issue a recertified check immediately?
1. The original check was endorsed by the payee when it was lost
 2. The payee has an outstanding obligation against which the payment may be offset
 3. The original check was more than 1 year old at the time of loss
 4. All of the above

- 3-44. In which of the following cases may the disbursing officer normally NOT immediately issue a replacement check?
1. Any payment made under protest
 2. Any composite or consolidated check
 3. A payee that reports nonreceipt of a recertified check
 4. Military pay and allowances
- 3-45. Until a Treasury status of "outstanding" is received, a recertified check may not be issued to a payee who has received more than what number of recertified checks in a 12-month period?
1. One
 2. Two
 3. Three
 4. Four
- 3-46. To ensure timely action is being taken to clear all balances in account 17F3880, the disbursing officer or primary deputy will review the account balance at least how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Semiannually
- 3-47. How often must the disbursing officer certify the balance in account 17F3880 to DFAS-CL?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Yearly
- 3-48. The disbursing officer is held pecuniarily and personally liable for all illegal, erroneous, or improper disbursements of public funds by recertified checks.
1. True
 2. False
- 3-49. Disbursement and collections transactions affecting 17F3880 will be vouchered on which of the following forms?
1. SF 1080 and SF 1098
 2. TFS 2244 and TFS 3510
 3. SF 1179 and SF 1184
 4. SF 1034 and DD 1131
- 3-50. Upon relief of a disbursing officer, undocumented balances in 17F3880 will be handled in what manner?
1. Transferred to the incoming disbursing officer for resolution
 2. Processed as a loss of funds for the departing disbursing officer
 3. Transferred to DFAS-CL for resolution
 4. Balanced by preparing 1 voucher to transfer money to or from the account Unclaimed or Forfeited Monies
- 3-51. An undeliverable recertified check will be handled in which of the following manners?
1. Canceled 30 days 1 fter date of issue
 2. Canceled 60 days 1 fter the month of issue
 3. Canceled 60 days after date of issue
 4. Canceled immediately
- 3-52. To which of the following categories may an exchange-for-cash remittance check for official purposes NOT be made payable?
1. An individual
 2. An official by position title
 3. A government agency
 4. A private business
- 3-53. Which of the following individuals is eligible to purchase an exchange-for-cash remittance check?
1. A former government employee
 2. A retiree
 3. A current government employee
 4. All of the above
- 3-54. An exchange-for-cash remittance for the funds of deceased personnel is made payable to which of the following individuals?
1. The deceased
 2. The payee designated by the officer having custody of the personal effects
 3. The designated beneficiary on the deceased's NAVPERS 1070/602
 4. The officer having custody of the personal effects

- 3-55. Where on a check should the legend exchange-for-cash remittance be placed?
1. As part of the payee information
 2. Centered 1 cross the top border
 3. As the object for which drawn
 4. It is not required
- 3-56. To which of the following personnel may an exchange-for-cash disbursement check NOT be made payable?
1. The disbursing officer
 2. The commanding officer
 3. A deputy disbursing officer
 4. An agent cashier
- 3-57. A disbursing officer is obtaining funds by means of an exchange-for-cash disbursement check. The check will be made payable to which of the following individuals or agencies?
1. The disbursing officer
 2. The bank providing the funds
 3. Treasurer of the U.S.
 4. DFAS-CL
- 3-58. All Treasury checks that have not been cashed within 1 year of the date of issue are automatically canceled by the Treasury during which of the following time periods?
1. During the 12th month after the date of the check
 2. During the 13th month after the date of the check
 3. During the 14th month after the date of the check
 4. During the 15th month after the date of issue
- 3-59. A payee presents a check that is more than 1 year old to the disbursing officer. What should be done with the original check?
1. Returned to the payee
 2. Destroyed immediately
 3. Canceled and deposited
 4. Annotated as canceled under limited payability and retained with replacement check documentation
- 3-60. A disbursing officer submitting check issue data to Treasury via magnetic tape will submit the tapes no later than how many days after the end of the month?
1. 1
 2. 2
 3. 3
 4. 4
- 3-61. The SF 1179 is a summarization of the checks issued during an accounting period by which of the following categories?
1. Serial number only
 2. Amount only
 3. Serial number and amount only
 4. Serial number, amount, and date of issue
- 3-62. Which of the following documents is NOT included as part of the monthly checking account returns?
1. Statement of destruction of spoiled checks
 2. Statement of destruction of voided checks
 3. SF 1179
 4. OF 1017-G
- 3-63. During reconciliation of checks issued by the Treasury, a discrepancy of which of the following amounts would generate a TFS 5206?
1. \$.26
 2. \$.51
 3. \$.76
 4. \$1.01
- 3-64. Which of the following forms would a disbursing officer use to correct a check issue discrepancy?
1. SF 1034 or DD 1131
 2. SF 1080 or SF 1081
 3. SF 1184 or SF 1186
 4. TFS 3023 or TFS 3510
- 3-65. Reconciliation statements and outstanding check lists are generated by the Treasury and sent to disbursing officers monthly.
1. True
 2. False